



## REGISTRATION 2023-24. Receipts of registration: processing of payments on time / late payments / non-payments

- This process is carried out for every registration fee invoice for **single payments** / **payments by instalment**.
- The procedure for unpaid invoices generated after the registration period (e.g. modifications due to unsuccessful grant applications) is determined by the due date of payment indicated on the invoice.
- When they access Moodle, students with unpaid invoice/s will see a message (in Catalan, Spanish and English) reminding them of this situation and informing them how to rectify it.

		DATE OF PAYMENT							NON-PAYMENT	
		6 days* registration →	until 20 Oct	21 Oct to 19 Nov	20 Nov	21 Nov to 19 Dec	20 Dec	21 Dec to 30 Jun	01 July	2024-25
INVOICE	<b>✓ Payment on time</b> <b>✓ Non-payment (&amp; temporary cancellation) + late payment (&amp; re-activation)</b> <b>✗ Definitive non-payment</b>									
	<b>▪ single payment</b> [100% of registration fees] <b>▪ 1<sup>st</sup> instalment</b> [fees + insurance + other services + 40% of registration fees] + % of increase for non-payment	✓	✓	✓	✓	✓	✓	✓	✗	registration remains suspended students with unpaid invoice/s CANNOT register
		---	0%	1%	1,5%	2%				
	<b>▪ 2<sup>nd</sup> instalment</b> [30% of registration fees] + % of increase for non-payment		✓	✓	✓	✓	✓	✓		
	---		0,5%	1%	1,5%					
	<b>▪ 3<sup>rd</sup> instalment</b> [20% of registration fees] + % of increase for non-payment			✓	✓	✓	✓	✓	✗	
				---	0,5%	1%				
	<b>▪ 4<sup>th</sup> instalment</b> [30% of registration fees] + % of increase for non-payment					✓	✓	✓	✗	
						---	0,5%			

\* **New undergraduate students with conditional admission and awaiting reassignment should consult, Article 13.b) of the Registration Regulations, which establish the regulations governing amounts payment periods (24 hours) and non-payment.**